



ST. ANDREW'S  
COLLEGE  
Cambridge

**COLLEGE POLICY DOCUMENT**

**Retention of student files.**

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<b>Authorised by: Wayne Marshall</b> <b>Date: 8<sup>th</sup> August 2017</b>	<b>Signature: <i>Wayne Marshall</i></b>

The following policy document has been written to inform all admin staff members and teachers of the policy for the retention of student files.

All new student paperwork (hard copy) will be kept in the Principal's office at Regent Street. They will be kept in a locked filing cabinet and whenever the office is vacant it must be kept locked.

On arrival of a new student a new file will be raised by the Registrar and placed on Dropbox. The access to the Dropbox will be limited to the Registrar and the Principal. All paperwork collected by the Principal for a particular student will be passed to the Registrar so that the file can be updated within the Dropbox. A hard copy of the paperwork will be retained within the filing cabinet as stated above.

When the current academic year has been completed they will be replaced by the new students for the following academic year.

The old files will be placed in an adjoining locked cabinet in the same office for reference should it be required.

The Principal will hold within the filing cabinets the current and previous 2 academic years student files.

Older files will be placed in the archive room in the Principal's office at 89 Regent Street.

The files will be kept for 7 years and then destroyed in a safe and secure way.

**Reviewed:**

**September 2010, 2011, 2012, 2013, 2014, July 2015, August 2015, July 2016 and August 2017.**

**Next review: 1<sup>st</sup> August 2018.**